

## **Specifications for a Creditor Matrix**

1. The name and address of each creditor must be four lines or less, and all entered in UPPER CASE.
2. Each line may contain no more than 50 characters including blanks.
3. Names and addresses should be left justified (flush against the left margin, no leading blanks).
4. "Attention/Attn:" lines should be placed on the second line of the name/address.
5. City, State and Zip code must be on the last line
6. Nine digit Zip codes must be typed with a hyphen separating the two groups of digits.
7. All states must be two-letter abbreviations.
8. Each creditor must be separated by at least two blank lines.
9. Do not include page numbers, headers, footers, etc.
10. The creditor matrix must be saved in .txt format.

### **EXAMPLE:**

SEARS  
P.O. BOX 3242  
DES MOINES, IA 45344

CITIBANK  
P.O. BOX 2121  
BALTIMORE, MD 45464

FIRST FAMILY FINANCIAL  
ATTN: BOB CURTIS  
3233 NORTH STREET  
BATON ROUGE, LA 70809